

VIDEO CONFERENCING INSTRUCTIONS

For members of the bar and Executive agencies

Roll-Around Unit Operator's Guide

Parties requesting use of our video conferencing equipment must follow these guidelines:

1. Call Janice Boucher at 603-225-1423 to schedule the video conference. When scheduling the date and time with Janice, you should also schedule a test video conference. This test should occur at least two hours prior to the live video conference.
2. Under no circumstances will outgoing ISDN (video conference) calls be allowed. Please make arrangements with the other party to call 603-228-5504 to initiate the video conference.
3. All video conferences will occur in Room 121 which is located on the first floor behind the main stair cases.
4. At the conclusion of the video conference please place all equipment neatly on the cart.
5. Before you leave, please be sure to complete the form located on the table in the conference room.

Instructions for using the video conferencing equipment

1. Press the power button on television.
2. Power on the video conferencing camera by flipping the switch on the back of the camera located on top of the television. Once the camera is powered on, you will notice three blinking yellow boxes below the picture of the conference room. These boxes should all turn to green up arrows once the system detects all three ISDN lines; this process may take a couple of minutes. If any or all of the boxes show red down arrows, this means that the system could not detect the ISDN lines. Please contact Jim Chiavaras @ 603-225-1176 or 603-856-6707 (cell).
3. Remove the microphone located on the cart and place it on the table. If a red light is illuminated on the microphone, this means that mute is on. To turn mute off, press the button located on the center of the microphone. If during the conference you would like to mute the microphone, press the mute button on top of the microphone.
4. Remove the Polycom remote from the cart.
5. If you have to adjust the camera angle, focus, zoom, etc, press the near button on the remote. The picture will turn to full screen. Adjust the picture to your liking by pressing the arrow keys and / or the focus button. (THIS SHOULD BE DONE BEFORE THE CALL STARTS).
6. When the call comes in, you will hear a number of rings. The call will automatically be answered in about 15 seconds.
7. When the call is completed, please press disconnect on the remote.
8. Again, at the duration of the call be please be sure to place all equipment neatly on the cart.